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RURAL UTILITIES SERVICE
REQUEST FOR APPROVAL TO SELL CAPITAL ASSETS (RUS FORM 369)
INFORMATION COLLECTION BURDEN HOURS
OMB # 0572 - 0020
June 18, 2025

Instructions:

- 1. Use the U.S. Bureau of Labor Statistics Occupational Employment and Wage Statistics Link below to complete Columns A, B, C for the table below.**
 - a. Click the link: <https://www.bls.gov/oes/tables.htm>
 - b. Under the latest Month Year (May 2024) click Occupation Profiles
 - c. Use the Occupational Titles to choose which professions (A) need to be added to the table below. You can more than one occupation or just one.
 - d. The code in front of each Occupational Title is the Occupation Code that goes in (B) for the table below.
 - e. When you click on each Occupational Titles, choose the Mean Hourly Wage to input in (C) for the table below.
- 2. Use the U.S. Bureau of Labor Economic News Release, Employer Costs for Employee Compensation to complete Column D for the table below.**
 - a. Click the link: <https://www.bls.gov/news.release/ecec.toc.htm>
 - b. Choose "The PDF verison of the news release" link
 - c. The latest (March 14, 2025) News Release for Employer Costs for Employee Compensation - December 2024 opens in separate tab.
 - d. On first page, second paragraph use the benefit costs % of: **29.50%**
- 3. For each profession fill in the % for (F). The total for the column should be 100%.**
 - a. Note that if there is only one profession then (F) would be 100%.

Gray Columns have automatic formulas. DO NOT input numbers in these columns.

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Profession	Bureau of Labor Occupation Code ^{1.d}	Mean Wage ^{1.e}	Benefits ² (C) * (2.d)	Total Hourly Wage (C) + (D)	% Time Spent on Burden	Weighted Hourly Salary (E) * (F)
Manager Professional	11-9199	\$72.06	\$21.26	\$93.32	45%	\$41.99
Administrative Assistant	43-9199	\$23.42	\$6.91	\$30.33	10%	\$3.03
Attorney	23-1011	\$87.86	\$25.92	\$113.78	45%	\$51.20
TOTAL					100%	\$96.23

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1. OPM GS & SES Pay Tables:

Click Link

[Pay & Leave \(opm.gov\)](https://www.opm.gov/pay-data/salaries/)

Click "pay tables" from first paragraph

Click current Year at top under Salaries & Wages

a. OPM GS Pay Tables: Under "General Schedule (GS) & Locality Pay Tables" click 20## GS Pay Tables (ex. 2024 GS Pay Tables)

Then choose Annual Rate Table for St. Louis - St. Charles - Farmington, MO-IL

b. OPM SES Schedules: Under "Executive & Senior Level Employee Pay Tables" click "Rates of Pay for the Executive Schedule"

Then choose Annual Rate Table for Basic Rates of Pay for Members of the Senior Executive Service.

2. Benefit % (OMB Memo M-08-13) <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/memoranda/fy2008/m08-13.pdf>

36.25%

Gray & Blue Columns have automatic formulas. DO NOT input numbers in these columns.

Total

7.00

\$576.12

\$20,164

Staff Position	GS Grade	GS Step	GS Salary	Hourly Rate Calc	Benefits Calc	Total Salary Rate Calc	Hours Required	Cost Subtotals	# of Responses	Total Costs
Engineering Branch Chief	14	5	\$144,715	\$69.57	\$25.22	\$94.80	0.50	\$47.40	35	\$1,659
Engineer	13	5	\$122,465	\$58.88	\$21.34	\$80.22	2.00	\$160.44	35	\$5,615
Financial Operations Branch Chief	14	5	\$144,715	\$69.57	\$25.22	\$94.80	0.50	\$47.40	35	\$1,659
Loan Specialist	13	5	\$122,465	\$58.88	\$21.34	\$80.22	4.00	\$320.88	35	\$11,231